

. . . . .

Class Specification  
for the Class:

DUPLICATING MACHINE OPERATOR III  
(DUPLICATING MACHINE OPTR III)

Duties Summary:

Operates one or more kinds of duplicating machines; makes job cost estimates; maintains production and operation cost records; and performs other duties as required.

Distinguishing Characteristics:

Positions in this class are of two general types:

Type I: A position working alone, performing a full range of duplicating operations for a department or agency, with full technical responsibility for operation and maintenance of a variety of duplicating machines and related equipment. Work is complicated by the coordination and scheduling of various duplication job requests.

Type II: As a senior member of a large unit, serves as lead-man on special assignments, and assists with the overall management of the unit and the supervision and training of lower-level duplicating machine operators and clerical personnel.

This level requires person-to-person contacts with professional and administrative personnel of the department to receive and clarify work assignments and requirements.

Examples of Duties:

Makes job cost estimates; keeps production and cost records and makes periodic reports; consults with and advises departments as to quality and grade of paper to be used and format and layout of material to be duplicated; maintains stock of various types of paper, ink, stencils, plates and forms used; operates one or more kinds of duplicating machines such as offset press, mimeograph, xerox, electrostatic copier, or ditto machine in reproducing copies of office forms, leaflets,

circulars, documents, bills, and other materials; operates such machines as blueprint, ozalid, copyflex or photostat machines in making prints on sensitized papers from maps, plans, drawings, tracings, charts, documents and certificates; mixes ink, developing and fixing solutions; operates various other office machines such as addressograph, folding machines, stitching or stapling machines, collators, binding machines, paper cutters, perforators, photographic and plate making equipment, and typewriter; services, adjusts and keeps equipment in good running condition; makes minor repairs and requests major repair work; may make designs or illustrations for material to be printed; operates an offset press using a single ink and standard paper stock.


Knowledge and Abilities Required:

Knowledge of: The operation of commonly used duplicating machines and auxiliary equipment; papers, inks and various fixing and developing solutions used in duplicating processes; office practices and procedures.

Ability to: Plan production schedules and make cost estimates; operate and make minor repairs and adjustments to a variety of duplicating machines; prepare designs and layouts for printing; keep office records; maintain effective working relationships with others.

- - - - -  
This is an amendment to the specification for the class DUPLICATING MACHINE OPERATOR III, which was approved on July 5, 1969.

DATE APPROVED: 3/18/77

  
DONALD BOTELHO  
Director of Personnel Services